

**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS**

MONDAY, JULY 19, 2021

The Pamlico County Board of Commissioners met in regular session on Monday, July 19, 2021, at 7:00 pm in the Courtroom of the Pamlico County Courthouse. All Commissioners were present. Also, present was County Attorney Ross Hardeman, County Manager Tim Buck, and Finance Officer Bill Fentress.

Chairman Doug Brinson called the meeting to order.

Chairman Doug Brinson led the assemblage in the Pledge of Allegiance.

On a motion by Commissioner Candy Bohmert and seconded by Commissioner Missy Baskervill, the following resolution was unanimously approved

BE IT RESOLVED, Amanda Carey is appointed as the Interim Clerk to the Board.

Chairman Doug Brinson administered the oath of office.

Chairman Doug Brinson recognized Mr. Phillip Prescott to give the Board a presentation on Eastern Carolina Workforce Development Board.

Chairman Doug Brinson recognized Ms. Katherine Clowers to introduce Ms. Caitlin Kuhn the new librarian for Pamlico County Library.

Upon Commissioner Carl Ollison's request, Chairman Doug Brinson recognized Ms. Carina Smith, a Pamlico County citizen. Ms. Smith discussed the needs for a recreation center in Pamlico County.

Chairman Doug Brinson asked if there were any additions and/or deletions. There were none.

The Board then turned their attention to the Correspondence Agenda.

On a motion made by Commissioner Missy Baskervill and seconded by Commissioner Candy Bohmert, the following resolutions were approved by a unanimous vote.

BE IT RESOLVED, the following Budget Amendments are hereby approved.

Department: Senior Services

FISCAL YEAR 2020-2021

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT (+)	AMOUNT(-)
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NUMBER		INCREASED	DECREASED
100400-438303	Senior Services Revenues	\$ 2,000.00	
104930-522000	Food and Provisions	\$ 2,000.00	

Reason for Budget Revision: To recognize revenue received from donation.

Department: Health Department

FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100211-435512	COVID 19 Revenue	\$ 11,074.00	
105115-519900	Contracted Services	\$ 8,074.00	
105115-523900	Medical Supplies and Materials	\$ 1,000.00	
105115-529000	Departmental Supplies	\$ 1,000.00	
105115-529005	Safety Supply & Equipment	\$ 1,000.00	

Reason for Budget Revision: To increase funds to prevent, prepare, and respond to COVID-19.

Department: Health Department

FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100211-435517	543 ELC Enhancing Detect Rev	\$ 105,233.00	
105157-512100	Salaries & Wages	\$ 30,000.00	
105157-512200	Overtime	\$ 15,000.00	
105157-518100	FICA Expense	\$ 4,600.00	
105157-518101	Medicare Expense	\$ 300.00	
105157-518200	Retirement Expense	\$ 5,000.00	
105157-518300	Group Insurance	\$ 9,000.00	
105157-519900	Contracted Services	\$ 13,777.00	
105157-529000	Departmental Supplies	\$ 13,777.00	
105157-529000MAJ	Departmental Supplies	\$ 13,779.00	

Reason for Budget Revision: To increase funds to prevent, prepare, and respond to COVID-19.

Department: Health Department

FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100211-435518	539 COVID-19 Cares Revenue	\$ 3,704.00	
105118-519900	Contracted Services	\$ 1,236.00	
105118-523900	Medical Supplies and Materials	\$ 1,234.00	
105118-529000	Departmental Supplies	\$ 1,234.00	

Reason for Budget Revision: To increase funds to prevent, prepare, and respond to COVID-19.

Department: Animal Control

FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100600-400000	Miscellaneous Revenue	\$ 54.90	

Reason for Budget Revision: To recognize restitution for Animal Control and increase associated expenditure line

BE IT RESOLVED, the following FY 2021-2022 Classification Plan is hereby approved.

**2021-2022
PAMLICO COUNTY PAY AND CLASSIFICATION PLAN**

GRADE	TITLE	FLSA	HIRE	After Prob/Prov		
				MIN	MID	MAX
51	In Home Aides	NE	19,858	21,049	29,206	37,363
52	Human Resources Aide	NE	20,351	21,572	29,931	38,290
53	Housekeeping Assistant	NE	20,855	22,106	30,673	39,239
54	Transportation Aide	NE	21,373	22,655	31,435	40,214
	Processing Assistant II	NE				
	Programs Assistant	NE				
55	Nutrition Site Manager	NE	21,902	23,217	32,213	41,210
56	Site Manager	NE	22,446	23,793	33,013	42,232
57	Processing Assistant III	NE	23,003	24,383	33,831	43,280
58			23,574	24,988	34,670	44,353
59	Deputy Register of Deeds	NE	24,158	25,608	35,530	45,453
	Office Assistant IV	NE				
	Patient Relations IV	NE				
	Processing Assistant IV	NE				
	Income Maintenance Technician	NE				
	Universal Worker Technician	NE				
	Accounting Technician I	NE				
60	Administrative Technician	NE	24,757	26,243	36,411	46,580
	Grounds Technician I	NE				
	Plant Operator I	NE				
	Recycling Handler/Driver	NE				
	Foreign Language Interpreter	NE				
	In-Home Aide Supervisor II	NE				
	Mapping Assistant	NE				
	Field Technician I	NE				

	Maintenance Technician	NE				
61	Administrative Technician II	NE	25,371	26,893	37,314	47,735
	Administrator, Conservation Technician	NE				
	Assistant Register of Deeds	NE				
	Deputy Tax Collector I	NE				
	Income Maintenance Caseworker I	NE				
	Universal Worker I	NE				
	Office Assistant V	NE				
	Field Technician II	NE				
	Accounting Technician II	NE				
	Water Dept Billing Clerk	NE				
	Customer Service Representative I	NE				
	Patient Relations Representative V	NE				
62	Senior Grounds Technician	NE	26,000	27,560	38,240	48,920
	Athletic Program Coordinator	NE				
	Cost Share Technician	NE				
	Plant Operator II	NE				
	Detention I	(1 - 5 yrs Experience) NE				
	Dispatch I	(1 - 5 yrs Experience) NE				
	Customer Service Representative II	NE				
63	Administrative Assistant I	NE	26,645	28,243	39,188	50,132
	Income Maintenance Caseworker II	NE				
	Universal Worker II	NE				
	Deputy Tax Collector II	NE				
	Tax Technician I	NE				
	Veterans Service Officer	E				
	Income Maintenance Investigator I	NE				
	Child Support Agent I	NE				
	Public Health Educator I	NE				
	Accounting Technician III	NE				
64	Recycle Admin	NE	27,305	28,944	40,159	51,375
	Senior Plant Operator	NE				
	Senior Distribution Operator	NE				
	Senior Maintenance Technician	NE				
65	Income Maintenance Investigator II	NE	28,943	30,680	42,568	54,456
	Accounting Technician IV	NE				
	Administrative Assistant II	NE				
	Child Support Agent II	NE				
	Income Maintenance Supervisor I	E				
	Universal Worker Supervisor I	E				
	Income Maintenance Caseworker III	NE				
	Social Worker I	NE				
	Tax Technician II	NE				

	Utility Billing Specialist		NE				
	Universal Worker III		NE				
	Detention II	(5 - 10 yrs Experience)	NE				
	Dispatch II	(5 - 10 yrs Experience)	NE				
	Deputy I	(1 - 5 yrs Experience)	NE				
66	Appraiser		NE	30,391	32,214	44,697	57,180
	Sheriff's Administrative Assistant I		NE				
67	Income Maintenance Supervisor II		E	31,910	33,825	46,932	60,039
	Universal Worker Supervisor II		E				
	Accounting Specialist I		NE				
	Administrative Assistant III		NE				
	Administrative Assistant, Clerk to Board		NE				
68	Computer Systems Manager		NE	33,982	36,021	49,980	63,938
	Nutritionist III		NE				
	Animal Control Officer		NE				
	GIS Mapping		NE				
	Detention III	(> 10 yrs Experience)	NE				
	Dispatch III	(> 10 yrs Experience)	NE				
	Deputy II	(5 - 10 yrs Experience)	NE				
	Investigator I	(1 - 5 yrs Experience)	NE				
	School Resource Officer I	(1 - 5 yrs Experience)	NE				
	Sheriff's Administrative Assistant II		NE				
69	Income Maintenance Supervisor III		E	36,272	38,448	53,348	68,247
	Social Work Supervisor I		E				
	Social Worker II		NE				
	Assistant Jail Administrator		E				
	Deputy III	(> 10 yrs Experience)	NE				
	Investigator II	(5 - 10 yrs Experience)	NE				
	School Resource Officer II	(5 - 10 yrs Experience)	NE				
70	Assistant Finance Officer		E	38,086	40,371	56,015	71,659
	Environmental Health Specialist I		NE				
	Human Services Planner Evaluator II		NE				
	School Resource Officer III		NE				
71	County Planner		E	39,992	42,392	58,818	75,245
	Director of Elections		E				
	Water Office Supervisor		E				
	Building Inspector		NE				
	Social Worker III		NE				

	Investigator III	(> 10 yrs Experience)	NE				
72	Field Operations Manager		E	41,991	44,511	61,759	79,007
	Public Health Nurse I		E				
	Environmental Health Program Coordinator		NE				
	Environmental Health Program Specialist		NE				
	Social Work Supervisor II		E				
	Social Worker IAT		NE				
73	Public Services Director		E	44,091	46,736	64,847	82,958
	Senior Services Director		E				
	Personnel Officer		E				
	Emergency Management Coordinator		NE				
	Jail Administrator		E				
	Sheriff Administrator I		E				
74	Public Health Nurse II		E	46,296	49,073	68,089	87,105
75	Public Health Nurse III		E	48,611	51,527	71,494	91,461
	Social Work Supervisor III		E				
76	Public Health Nursing Supervisor I		E	51,041	54,104	75,069	96,034
	Social Work Program Manager		E				
77	Sheriff Administrator II		E	53,593	56,809	78,822	100,835
	Tax Administrator		E				
78				56,272	59,649	82,763	105,877
79				59,087	62,632	86,901	111,171
80	Assistant County Manager		E	62,040	65,763	91,246	116,730
	Finance Officer		E				
	Social Services Director		E				
	Local Health Director		E				
81	Physician Extender		E		69,051	95,808	122,566
	Unclassified:						
	County Manager		E				
	Register of Deeds		E				
	Sheriff		E				
			E				Exempt from FLSA overtime provisions
			NE				Non-exempt from FLSA overtime provisions

BE IT RESOLVED, a meter reading contract with Metermark LLC for fiscal years 2022 and 2023 is hereby approved.

BE IT RESOLVED, the request to increase Dispatcher Bridgett Bonner's pay to \$38,100.00 effective July 19, 2021, is hereby approved.

BE IT RESOLVED, the request to set starting pay for public health nurses at \$65,000 is hereby approved.

BE IT RESOLVED, the request to contract with Health Department Consultant Ann Thomas at a rate of \$115.00 per hour plus expenses is hereby approved.

BE IT FURTHER RESOLVED, the county manager and finance officer are authorized to sign contract documents and to make necessary budget amendments to fund the contract.

There being no further business, on a motion made by Commissioner Pat Prescott and seconded by Commissioner Candy Bohmert, the Board adjourned until Monday, August 2, 2021, at 7:00 pm.

Chairman

Interim Clerk to the Board